



Maple Valley City Update

November 9, 2015

Events & Activities

- Nov 2 • City Council Special Meeting
- Nov 3 • Maple Valley Sports Center Task Force
- Nov 4 • Audit Committee
- Nov 5 • Public Arts Commission
- Nov 9 • City Council Meeting
- Nov 11 • Veterans Day—City Offices Closed
- Nov 12 • City Manager's Business Breakfast
- Nov 16 • City Council Special Meeting
- Nov 17 • Maple Valley Sports Center Task Force
- Nov 18 • Economic Development Committee
- Audit Committee
- Planning Commission
- Nov 23 • City Council Meeting
- Nov 25 • Parks & Recreation Commission
- Nov 26-27 Thanksgiving Holiday—City Offices Closed

From the Desk of David Johnston

Every local unit of government must undergo an annual audit by the State Auditor's Office (SAO). The units of governments include cities, counties, water and sewer districts, school districts, fire districts, etc. A team from SAO descends on our offices around May of each year and, in essence, audits how the City and its staff have managed the use of tax payer resources. They look to see that state laws were followed; that we at the City follow the standards outlined by Government Accounting Standards Board (GASB); and that we at the City incorporated certain directives from the SAO.

It takes a lot of time for our staff to work with the SAO auditors, but it is worth it. Many people are anxious when an auditor shows up to perform an audit. The staff and I actually welcome the auditors with open arms. Primarily the SAO is doing its statutory responsibilities of being an objective third eye to measure our financial stewardship to established standards. The staff and I look at the annual audit as way to achieve two things. First, the annual audit provides us with the opportunity to have an open dialogue with the SAO. This dialogue ensures that both the City and State are on the same page regarding financial accountability. Second, we view the audit as validating how well we are doing in being the stewards of public resources. The annual audit report serves as an important message to our taxpayers on our continuing efforts to earn and keep the public trust. By the way, the SAO annual audit report for fiscal year 2014 was clean and we continue our trend of never having a finding cited in the report!!!

I am proud of the fantastic people we have working for you in our Finance Department. They take their jobs very seriously and enjoy sharing their financial acumen in public service with the City of Maple Valley. As evidence to this dedicated service, the Government Finance Officers Association of the US and Canada awarded Maple Valley with its Distinguished Budget Presentation Award for the 14th consecutive year. This award recognizes the City staff's commitment to meeting the principles of governmental budgeting. Not all cities in the country receive this national recognition.

Each year the Washington Finance Officers Association award Shawn Hunstock, Maple Valley's Finance Director, with its Professional Finance Officer Award; currently running for the 9th straight year. This award recognizes Shawn's dedication to his chosen profession, public sector finance director, through his commitment to stay up-to-date and on top of his field through continuing education and participation at the state level with his peers from other Washington cities. A unique component of this award is if the Association views Shawn's standards as not meeting the Association's standards one time, then Shawn would not be eligible to receive this award again through the rest of his career. This award helps him keep motivated to serve the citizens of Maple Valley extremely well. Again, his dedication and the dedication of his staff are evidenced by the clean annual audit and the professional associations' recognitions of their work. All of these objective assessments are evidence to the City's effort to continually earn and keep the public trust.

2015 Goals & Objectives

ECONOMIC DEVELOPMENT

- Support the update of the City's Comprehensive Plan update and corresponding update to the zoning code.
- Continue to support the Tahoma School District's efforts to prepare its students for today's workforce and the District's efforts to build a new high school/regional educational center on the Summit Place/Donut Hole property within the City.
- As a Council priority, continue to work with the economic development committee to develop an environment that will attract commercial investment to the City that will, in turn, lead to creating living wage jobs within Maple Valley.
- Work to maintain long-term fiscal stability through efforts to diversify the City's tax base.

PARKS & RECREATION

- Facilitate process, with the Parks & Recreation Commission, to develop recreation facilities with appropriate partners to meet the recreation demands from Maple Valley families
- Support the efforts of Parks & Recreation staff to finish both the parking expansion and dock replacement/expansion projects at Lake Wilderness Park in light of the increased use of the park by Maple Valley residents.
- Continue to support the community events that use the Lake Wilderness Park facilities throughout the year.

PUBLIC SAFETY

- Continue to work with the King County Sheriff's Office in providing good police services to City citizens through the existing contract.
- Participate in localized emergency preparedness drills utilizing the City's newly updated Emergency Preparedness Plan and the new Emergency Operations Center.
- Work with the City Police Department and neighboring City Councils to increase community awareness of the issues pertaining to domestic violence and drug use.

PUBLIC WORKS

- Actively participate in local and regional transportation organizations, South County Area Transportation Board (SCATBd), King County Regional Transit Committee, and the Puget Sound Regional Council.
- Continue to support the Public Works efforts to undertake both the Witte Road and 216th Avenue SE improvement projects.
- Continue to support grant funding for solid waste recycling collection programs.

QUALITY CITY SERVICES

- Continue to support efforts of Black Diamond, Covington, and Maple Valley in identifying opportunities where the three communities can work together/share resources to maximize efficiencies and better use public funds.
 - Continue strong participation in the Sound Cities Association and associated committees.
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DEPARTMENT UPDATE

The Finance department completed preparation of the 2016 preliminary budget, with a great deal of assistance from the City Manager, Directors and the rest of the Senior Staff. It was a challenging process this year with some things coming in later than expected, but overall the Finance staff all pulled together and put in extra time and effort to get the budget document out to Council and the public by the state mandated deadline.

The Finance Director participated in a meeting of the Local Government Advisory Committee (LGAC). This is a committee of the State Auditors Office and is comprised of select Finance professionals from cities, counties and special purpose districts around the state. The purpose of the committee is to share information about strategic issues and planning being conducted by the State Auditors Office and to get input from the potentially affected jurisdictions. At the most recent meeting, representatives from SAO discussed changes to accounting standards and financial statement disclosures for pensions and governments participating in PERS and other DRS pensions. Representatives from the SAO Local Government Performance Center also updated the committee on their efforts to create a dashboard of sorts for reporting financial information for all jurisdictions that file annually with SAO. The dashboard will allow users to compare information over several years for the same jurisdiction, compare information between cities, counties, etc., and will summarize and present information in a way that is intended to communicate high-level information to users of all backgrounds. The dashboard is “live” now for cash basis entities, and will be “live” within a year or so for accrual basis entities like the City of Maple Valley.



This past week the IT Department was busy absorbing knowledge, sharing concerns and visualizing solutions with our peers. The IT Manager attended the Fall ACCIS (Association of County and City Information Systems) Conference in Skamania, WA. Over 230 attendees from all different size government agencies were on hand and, regardless of size, they are all struggling to keep up with the demands of their customers. IT is a “Service Department”, our goal is always exceptional customer service and the desire to say yes. We love people using technology to help them do their jobs better. Unfortunately, we’ve all said yes too much and are now overwhelmed. The top concerns are lack of human resources and lack of executive decision makers understanding of all of the challenges the departments face. Having standards for FTE’s set by looking across the street at what a “comparable” city is doing, is just not cutting it anymore. If everyone is “wrong” about how much staff they should have, that doesn’t make comparing ourselves to them “right.”

The conference allows, especially us “little guys,” the opportunity to learn from those with larger staff and bigger pockets on a variety of topics (City of Bellevue always seems to take the brunt of this responsibility and joking jabs about their unlimited funding). The knowledge gained is invaluable. If someone else has already been through the struggles of inventing the wheel, why not copy, paste and edit for our needs.

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DEPARTMENT UPDATE (cont'd)

The typical topics were covered; cloud technology, cyber security, 3rd party vendor access, Office 365, procedures, policies, training, lack of time for IT to train as they spend the day putting out fires, and lack of training for staff both on using technology and cyber security (especially phishing email concerns), public records and particularly public records as they pertain to infrastructure security. The one topic that leapt to the top of the list for me was the idea of needing to do an Operational Overview, followed by an IT Strategic Plan. In the following months, I will work to determine if part of this can be done in-house and/or in combination with a consultant(s), to take to the City Manager and the Council for approval. I am gathering information from several cities to help visualize this, as this is not a small endeavor.

The one and only IT Strategic Plan for the City was done in 2006. Keep in mind iPhones, iPads, smart phones of any kind, "the cloud", cellular data access for mobile devices, online registration, PCI Compliance (we didn't even accept credit cards yet when the City did this Strategic Plan in 2006) and much, much more didn't even exist on the planet or at least wasn't a blip on the radar to the City of Maple Valley when the plan was done.

As usual, one comes back from a conference with dreams of being better and doing more. To paraphrase a fellow City's Mission Statement from their Operational Overview - We aim *"to enable the City to achieve its business goals and objectives by providing innovative, reliable, relevant and responsible technology solutions that deliver excellence to all customers and support efficient delivery of services to the community."*

I envision that doing these plans will help bring our concerns to the table for all the stakeholders to understand. This will assist in clarifying the roles and responsibilities of everyone as it pertains to IT. It will help establish a baseline of standard operations and expectations, while working towards developing and following policies and procedures especially in regards to Cyber Security and reducing risk to the City and therefore its citizens. This will also put us in a better position to address priority based budgeting, as we can see in a more comprehensive snap shot what services IT manages that support staff and their ability to deliver services to the community.

STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS

Summit Park – P3

Staff has submitted all documents to BPA for draft master plan design review. Project will be brought forward for Council review and adoption once BPA has approved the master plan and the Parks & Recreation Commission has approved it.

Ravensdale Park Phase 2 - P11

Project is complete.

Lake Wilderness Golf Course Improvements – G3 & G5

Condition assessment of club house and cart path improvements now complete. Costs are part of proposed park bond in 2016. No other capital work is scheduled in 2015.

Lake Wilderness Lodge Upgrades – P5

Work to repair stucco and repaint select portions of the exterior of the Lodge is complete. Exterior sound system upgrades are complete.

Lake Wilderness Park Dock Replacement – P6

Punch list items are now complete. Project will be brought Council for closeout in December.

Lake Wilderness Park Parking Expansion – P6

Project is substantially complete. Landscaping to be installed in phases later this fall when rain returns.

Parks, Recreation, Cultural, and Human Services Plan Update – P10

Project is complete.

Miscellaneous Park Planning and Improvements – P13

Construction of a 600 foot long asphalt and concrete ADA compliant pathway between the parking lot and the dock at Lake Wilderness Park. Project is complete.

DEPARTMENT UPDATE

Life Vests Donated

Following the successful 2015 summer beach program on Lake Wilderness, staff noticed during the inventory process that many of the life vests from our "Free Loaner Vest Program" were in poor condition and supplies were running low. After contacting the Washington State Recreation and Conservation office in Olympia, staff was able to find a program offered through IKEA which resulted in the donation of 42 youth life vests. They will be used during our 2016 summer swimming, boating and loaner programs.



Fall Adult Athletic Programs

<u>Program</u>	<u># Teams</u>	<u>Facility Used</u>	<u>Comment</u>
Big Softball Coed Tournament	6 teams	Ravensdale Park Fields	2 Portland teams, expect 10+ in 2016
Fast Break Basketball League	8 teams	Tahoma Jr High	Popular adult league
Flags football League	15 teams	Ravensdale Park Fields	Most teams ever
NEW - Adult Drop in Soccer	20 people/day	Ravensdale Park Fields	Pilot program

Fall Youth Athletic Program

Youth Pee Wee Soccer	48 teams	Lake Wilderness Park	403 three-six year old participants
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Winter Recreation Guide

The Recreation Guide for the winter quarter will be mailed to over 11,000 Maple Valley households on November 25, 2015. Registration for winter classes and programs begins on Tuesday, December 1st.

Tahoma Learning Community (TLC) Update

Below are some of the classes previously offered through TLC and are now successfully being offered through the City's Parks & Recreation Department.

- **Skyhawks** – Offered youth golf, flag football, lacrosse and basketball skills to over 80 kids.
- **Piano Classes for Youth and Adult** – 14 students taking private classes at Lake Wilderness Lodge.
- **Super Sitters Class** – 42 students in the first classes offered.
- **Dog Obedience** – 24 students using the outdoor play shed at Glacier Park School.
- **Bricks 4 Kids** – Expanding program to include using two Tahoma School District facilities.
- **Adult Zumba Classes** – Off to a good start with 12-15 adult students per class.
- **Youth Basketball League** – Coming in the winter session 2016 (Jan - Mid-March) 500+ kids.
- **Music Together** – Growing new music class for youth and their parents.



Piano Lessons



Music Together Classes

STATUS OF ACTIVE CAPITAL IMPROVEMENT PROJECTS

Witte Road Phase 3 (T28a)

Witte Road, Phase 3 construction is nearing completion! The final paving with the street overlay and striping is expected to be completed by November 7th. Planting of street trees and shrubs adjacent to the sidewalk will continue through the week of November 14th. Substantial completion is anticipated after the final paving is completed. The art work on the streetlight poles is scheduled to be installed on or about November 20th.

Witte Road Phase 4 (T28b)

The predesign analysis for Witte Road Phase 4 was completed. The results from the study were shared with and accepted by City Council the Special Council Meeting September 21st. Staff is currently in the process of negotiating a contract with the consultant team to complete the design and is scheduled to bring that back before the City Council for consideration at the November 23rd meeting. Staff has also met with Washington State Department of Transportation to review environmental permitting requirements.

216th Avenue SE Roadway Improvement (T38)

INTOLIGHT, the lighting group from Puget Sound Energy, will be installing LED lighting fixtures as part of this project to save energy. Final plans and bid documents in time are scheduled to be received in time to advertise in either December or January 2016. Staff has submitted grant applications for street and sidewalk to the State Transportation Improvement Board in August and with results due November 20th.

Cedar Downs Div. 3 Drainage Improvement Project (S-12)

This project includes the removal and replacement of existing deteriorated stormwater pipes and catch basins. Other work includes removing sediment, overgrowth vegetation and trees located in the pond, expanding the pond to increase capacity and improve water quality. The bid documents are currently being prepared. Staff is working closely with the property owner to negotiate necessary easements needed to complete the work.

DEPARTMENT UPDATE

Planning Commission

On September 16th, the Planning Commission began work on zoning code cleanup and updates to align our code with state law as directed by City Council. The Commission held a public hearing at the October 7th meeting to take public comment regarding these proposed updates. These zoning code updates are not related to the ongoing update to the Comprehensive Plan. The Commission will begin review of amendments to the zoning code once Council has finalized the Comprehensive Plan.

Public Works Maintenance

Maintenance crews assisted with the Make a Difference Day project along the Cedar to Green Trail behind Les Schwab/Goodwill area. They helped load up the nearly 33 tons of organics waste and nearly 5 tons of trash that the volunteers gathered up. They also attended the American Public Works Association (APWA) conference in eastern Washington. The fall conference is focused on maintenance challenges and solutions state wide. Staff had the opportunity to attend sessions on maintenance techniques, share lessons learned and participate in the maintenance rodeo to show off their equipment operating skills!

Solid Waste

The grant funded fall residential recycling event was held on October 31, 2015. Seven hundred and ten vehicles dropped off 89,384 pounds, or 44.7 tons, of recyclable materials.

Lakes Program

Recruitment continues for volunteers to fill two voting member positions expiring December 31, 2015 for the Lake Wilderness Citizen Advisory Committee and one, or more, alternate member positions. A Lake Wilderness Citizen Advisory Committee meeting was held on October 28, 2015.

DEPARTMENT UPDATE

- City Clerk staff supported four Council meetings, a Library Advisory Board, and Planning Commission meeting in October.
- Staff planned and/or supported the United Way/Fall Wellness luncheon and auction.
- Staff attended the Washington Municipal Clerks Association Fall Conference, Best Practices for Reviewing and Updating Employee Handbooks.
- Jennifer attended the Government Performance Consortium Training Forum.
- Jennifer and Becky attended the Washington Association of Public Records Officials Fall Conference.
- Shaunna attended the active shooter drill at Tahoma Junior High, the Regional Winter Weather Seminar hosted by King County Office of Emergency Management, and the National Weather Service of Seattle Media and Emergency Management Workshop.
- Shaunna is on the committee that is assisting the Human Resources Manager with the Employee Handbook revisions.
- 23 passport applications, 200+ website updates and 15 King County pet licenses were processed in October.
- Staff processed 10 public records disclosure requests and continued to process three large requests.

Residential Subdivisions and Available Lots

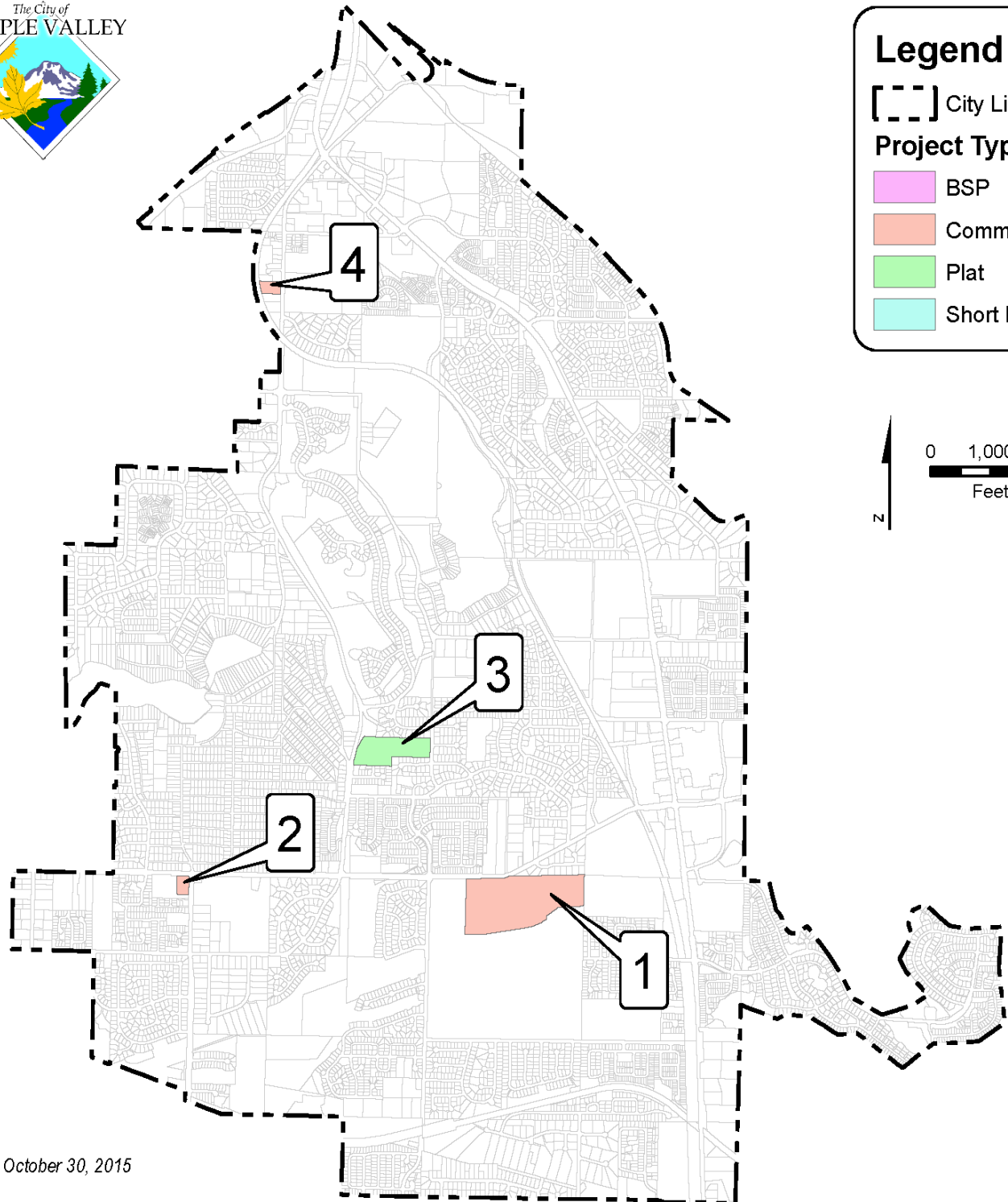
File Number	Plat Name	Pre-Plat Approval	Potential Building Lots	Pre-Plat Expiration	Final Plat Approval	Approved Lots	Site Under Const.	Building Permits Issued			Available Building Lots
								Prior to 2014	2014	2015	
CD0609-002	Sawyer's Crest	2/10/2005		N/A	5/14/2007	50	N/A	50	0	0	0
CD0811-001	Sawyer's Crest 2	1/25/2006		N/A	2/9/2009	30	N/A	30	0	0	0
CD0812-002	Sun Ridge at Elk Run 3	5/4/2006		N/A	3/23/2009	75	N/A	55	20	0	0
CD0806-004	Mountain View	5/31/2005		N/A	4/12/2010	43	N/A	43	0	0	0
CD1103-001	Rock Creek Meadows	8/15/2006		N/A	9/26/2011	34	N/A	34	0	0	0
CD1307-002	Reserve at Maple Valley	9/28/2005		N/A	11/13/2013	60	N/A	11	49	0	0
CD0406-013	Ridge at Lake Wilderness	6/30/2004		N/A	2/25/2005	11	N/A	7	2	0	2
CD1308-005	Arbors Phase 1	7/18/2007		N/A	1/13/2014	44	N/A	1	42	1	0
CD1309-002	Jordan's Crossing	7/31/2007		N/A	3/24/2014	15	N/A	1	13	0	1
CD1406-005	Arbors Phase 2	7/18/2007		N/A	9/22/2014	34	N/A	0	33	1	0
CD1404-002	Rock Creek Reserve	9/1/2006		N/A	9/22/2014	25	N/A	0	4	15	6
CD0602-005	Arbors Phase 3	7/18/2007	48	7/15/2017	No		No				0
CD1308-004	Yellow Rock Road	In review	6	N/A	No		No				0
CD1308-001	Terrace at Maple Woods	5/5/2014	35	N/A	7/27/2015	35	N/A			2	33
CD1403-006	Cedar Peak	cancelled	0	N/A	No		No				0
CD0601-010	Wilderness Hills 3	12/11/2007	22	12/8/2017	No		No				0
CD0601-011	Wilderness Hills 4	9/11/2008	16	9/10/2015	No		No				0
CD0702-001	South Fork	7/31/2007	10	7/28/2017	No		No				0
CD0702-010	Malloy	10/5/2007	44	10/2/2017	No		No				0
CD0711-002	Sun Ridge at Elk Run 4 D 2	9/19/2012	6	9/18/2019	No		No				0
CD0804-004	Sun Ridge at Elk Run 4 D 1	6/12/2012	59	N/A	8/24/2015	59	N/A				59
CD1506-007	Shavano Park	In review	51	N/A	No		No				0
CD0602-005	Arbors Phase 4	7/18/2007	9	7/15/2017	No		No				0
Total			306			515		232	163	19	101

Commercial Projects

File Number	Commercial Projects	Square Feet	Type	Status
CD1307-004	Hope Fellowship	7,942	Building addition	Under construction
CD1406-001	Four Corners Sq. Bldg. L	5,600	New construction	Under construction
CD1406-003	Panera Bread Bakery Café	4,200	New construction	Under construction
CD1412-002	Tahoma High School	315,000	New construction	Under construction
CD1412-003	McDonald's		Building remodel	In site dev review
CD1501-005	St. George Episcopal	5,000	New construction	In site dev review
CD1506-002	MV Chevron Carwash	2,504	New construction	In site dev review
Total		340,246		

Pre-Application Conferences

Type	2014	2015 1st Quarter	2015 2nd Quarter	2015 3rd Quarter	2015 4th Quarter	2015 YTD
Commercial	23	0	2			2
Residential	18	4	4	4	1	13
Other Review Meetings	21	2	4	2	1	9
Totals	62	6	10	6	2	24



Updated: October 30, 2015

Projects Under Review

No.	Name	Project Type	Description	Lots/SqFt	Status
1	Tahoma High School	Commercial	Site development permit	315,000 sqft	Under review
2	MV Chevron carwash	Commercial	Site development permit	2,504	Under review
3	Shavano Park	Plat	Preliminary Plat	51	Under review
4	St. George Episcopal	Commercial	Site development permit	5,000 sqft	Under review